

## DISPOSITION OF UNAUTHORIZED COMMITMENT

### 1. INDIVIDUAL

Attach a signed statement of fact that:

1. Describes the circumstances of the unauthorized commitment.
2. Explains why formal acquisition procedures were not followed.
3. Describes the bona fide Government need that caused the unauthorized commitment.
4. Explains what, if any, benefit the Government received and what the value of that benefit was.
5. Includes any other pertinent facts.
6. Certifies that the statement is accurate and complete.

Attach all relevant documentation (e.g., receipts, invoices, purchase requests, funding documents, correspondence).

<b>a. SIGNATURE</b>		<b>b. TELEPHONE NUMBER</b> <i>(Include area code)</i>
<b>c. NAME</b> <i>(Last, First, Middle Initial)</i>	<b>d. EMAIL</b>	
<b>e. TITLE/POSITION</b>		<b>f. DATE</b> <i>(YYYYMMDD)</i>

### 2. SUPERVISOR

I have reviewed the individual's statement and find it ☐ is ☐ is not accurate and complete, to the best of my knowledge.

Attach an endorsement to the individual's statement that addresses the following:

1. The measures taken to prevent recurrence of unauthorized commitments.
2. Recommendation for any disciplinary action to be taken.

Attach a purchase description and request for funding action for ratifying the commitment.

I ☐ concur ☐ do not concur that the commitment should be ratified.

<b>a. SIGNATURE</b>		<b>b. TELEPHONE NUMBER</b> <i>(Include area code)</i>
<b>c. NAME</b> <i>(Last, First, Middle Initial)</i>	<b>d. EMAIL</b>	
<b>e. TITLE</b>		<b>f. DATE</b> <i>(YYYYMMDD)</i>

### 3. FINANCIAL MANAGEMENT DIRECTORATE

Funds ☐ were ☐ were not available at the time the unauthorized commitment was made.

Funds ☐ are ☐ are not currently available (attach certified funding document).

<b>a. SIGNATURE</b>		<b>b. TELEPHONE NUMBER</b> <i>(Include area code)</i>
<b>c. NAME</b> <i>(Last, First, Middle Initial)</i>	<b>d. EMAIL</b>	
<b>e. TITLE</b>		<b>f. DATE</b> <i>(YYYYMMDD)</i>

### 4. CONTRACTING OFFICER

I have reviewed the documentation and statements submitted. I have performed a price analysis and have determined that the price ☐ is ☐ is not fair and reasonable. The resulting contract ☐ would have been ☐ would not have been proper if made by an appropriate contracting officer. I ☐ recommend ☐ do not recommend ratification of this commitment (attach statement of facts and findings if **NOT** recommending ratification).

<b>a. SIGNATURE</b>		<b>b. TELEPHONE NUMBER</b> <i>(Include area code)</i>
<b>c. NAME</b> <i>(Last, First, Middle Initial)</i>	<b>d. EMAIL</b>	
<b>e. TITLE</b>		<b>f. DATE</b> <i>(YYYYMMDD)</i>

### 5. OFFICE OF THE GENERAL COUNSEL

I ☐ concur ☐ do not concur with the Contracting Officer's recommendation (attach statement if **NOT** concurring with CO).

<b>a. SIGNATURE</b>		<b>b. TELEPHONE NUMBER</b> <i>(Include area code)</i>
<b>c. NAME</b> <i>(Last, First, Middle Initial)</i>	<b>d. EMAIL</b>	
<b>e. TITLE</b>		<b>f. DATE</b> <i>(YYYYMMDD)</i>

### 6. RATIFYING OFFICIAL

I have reviewed the documentation and statements submitted. I ☐ approve ☐ do not approve ratification of the commitment.

<b>a. SIGNATURE</b>	<b>b. TITLE</b>
<b>c. NAME</b> <i>(Last, First, Middle Initial)</i>	<b>d. DATE</b> <i>(YYYYMMDD)</i>